

PRINT SHOP

BUSINESS CARDS

CITY LETTERHEAD

FLYERS

FORMS

MAIL ROOM

PRINT SHOP

Director of Finance
Barbara Pachon

(2) Employees

The Print Shop is a Division
of the Finance Department.

PRINT SHOP

ACCOUNT NUMBER: 621-123

FUND: CENTRAL SVCS

ABOUT THE DIVISION

Under the direction of the Purchasing Manager, the Print Shop operates as an internal service fund; it provides printing services and covers its operational costs in charge-backs to City Departments. The Print Shop is responsible for providing support related to various printed products including business cards, letterhead, flyers and forms. In addition, the Print Shop is responsible for all sorting, distribution and stamping of all outgoing mail and sorting and distribution of inter-office mail.

| EXPENDITURES BY CATEGORY | | | | |
|---------------------------------|---------------------------|---------------------------|------------------------------|----------------------------|
| CATEGORY | 2005-06 ACTUAL | 2006-07 ACTUAL | 2007-08 PROJECTED | 2008-09 ADOPTED |
| PERSONNEL | 114,250 | 116,748 | 126,237 | 136,100 |
| MAINTENANCE & OPERATION | 97,412 | 137,529 | 120,826 | 148,100 |
| CONTRACTUAL SERVICES | 5,606 | 3,491 | 4,417 | 5,000 |
| INTERNAL SERVICE | 6,121 | 6,023 | 5,239 | 5,100 |
| CAPITAL OUTLAY | 292 | 0 | 0 | 0 |
| DEBT SERVICE | 0 | (58,637) | 0 | 0 |
| CREDIT/BILLABLES | 0 | 0 | 0 | 0 |
| TOTAL | 223,682 | 205,155 | 256,719 | 294,300 |

PRINTSHOP

2007-08 ACCOMPLISHMENTS

- ✓ Utilized new equipment to its fullest capacity.
- ✓ Increased black & white copy output by 10%.
- ✓ Upgraded color copier equipment.

2008-09 KEY GOALS

- Provide full mail, printing and copier services to all City Departments.
- Research best option for City to upgrade existing equipment.
- Network Printshop equipment to accept jobs digitally from user departments.
- Investigate new types of printing services (ie. graphic design).
- Actively market Print Shop capability and services to City Departments.
- Install typesetting program to offer form and template services.

DID YOU KNOW?

- Printshop staff process approximately 1,000 pieces of mail daily.
- The Printshop averages 350,000 copies per month.
- The Printshop prints approximately 7,000 business cards per month.
- The Printshop offers these services:
 - Typesetting
 - Budget Books.
 - Large projects.

**EXPENDITURE BUDGET LINE ITEM DETAIL
FISCAL YEAR 2008-2009**

FUND 621 CENTRAL SERVICES FUND

DIVISION 123 FINANCE-PRINT SHOP

| ACCOUNT OBJECT & TITLE | ACTUAL 2005-06 | ACTUAL 2006-07 | PROJECTED 2007-08 | ADOPTED 2008-09 |
|--|----------------|----------------|-------------------|-----------------|
| 5011 SALARIES PERM/FULLTIME | 91,758 | 92,220 | 96,794 | 99,100 |
| 5026 PERS RETIREMENT | 13,355 | 14,706 | 19,113 | 21,200 |
| 5027 HEALTH & LIFE INSURANCE | 8,113 | 8,793 | 9,256 | 14,200 |
| 5028 UNEMPLOYMENT INSURANCE | 229 | 230 | 242 | 200 |
| 5029 MEDICARE | 794 | 799 | 832 | 1,400 |
| TOTAL PERSONNEL SERVICES | 114,250 | 116,748 | 126,237 | 136,100 |
| 5111 MATERIALS & SUPPLIES | 68,276 | 71,688 | 67,536 | 79,900 |
| 5112 SMALL TOOLS & EQUIPMENT | 0 | 967 | 0 | 0 |
| 5122 DUES & SUBSCRIPTIONS | 150 | 150 | 150 | 200 |
| 5171 RENTALS | 1,582 | 2,452 | 4,324 | 5,600 |
| 5172 EQUIPMENT MAINTENANCE | 27,404 | 62,273 | 48,815 | 62,400 |
| TOTAL MAINTENANCE & OPERATION | 97,412 | 137,529 | 120,826 | 148,100 |
| 5505 OTHER PROFESSIONAL SERVICES | 5,606 | 3,491 | 4,417 | 5,000 |
| TOTAL CONTRACTUAL SERVICES | 5,606 | 3,491 | 4,417 | 5,000 |
| 5601 GARAGE CHARGES | 0 | 541 | 0 | 0 |
| 5602 WORKERS COMPENSATION | 5,200 | 4,400 | 4,400 | 3,800 |
| 5603 LIABILITY | 800 | 1,000 | 800 | 800 |
| 5605 TELEPHONE SUPPORT | 0 | 0 | 39 | 500 |
| 5612 FLEET CHGS - FUEL | 121 | 82 | 0 | 0 |
| TOTAL INTERNAL SERVICE CHARGES | 6,121 | 6,023 | 5,239 | 5,100 |
| TOTAL | 223,390 | 263,791 | 256,718 | 294,300 |

BUDGET - JUSTIFICATION

123 FINANCE-PRINT SHOP

621 CENTRAL SERVICES FUND

OBJ JUSTIFICATION

- 5111 COPIER SUPPLIES, PAPER, TAPE BINDER, DUPLO MACHINE SUPPLIES
- 5122 ANNUAL DUES SUBSCRIPTION TO FRANKLIN OFFSET PRINTING CATALOG
- 5171 UNIFORM RENTAL FOR EMPLOYEES AND POSTAGE MACHINE RENTAL
- 5172 EQUIPMENT MAINTENANCE FOR XEROX EQUIPMENT AND POSTAGE/MAIL EQUIPMENT
- 5505 NUMBERING, DIE CUTTING, SPECIAL ARTWORK, MAIL SERVICE, ETC.
- 5602 THE PORTION OF THE CITY'S TOTAL WORKER'S COMPENSATION COSTS (INLCUDING STAFF TIME) RELATED TO THIS FUND BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5603 THE PORTION OF THE CITY'S TOTAL COSTS (INCLUDING STAFF TIME AND OVERHEAD) FOR RISK MANAGEMENT, LIABILITY INSURANCE PREMIUMS, PROPERTY INSURANCE PREMIUMS AND LIABILITY COSTS RELATED TO THIS FUND. BASED ON LOSS HISTORY AND INDUSTRY STANDARDS.
- 5605 CHARGES FROM THE CITY'S TELECOMMUNICATIONS DIVISION (INCLUDING STAFF TIME AND OVERHEAD) RELATED TO THIS DIVISION'S TELECOMMUNICATIONS COSTS (CHARGE-BACKS BASED ON ACTUAL COSTS INCURRED).